



# Department of Human Resources & Civil Service

Job Announcement  
Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea Guzzetta  
Director

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**TITLE:**                   **COMMUNITY OUTREACH SPECIALIST  
(Provisional\* Appointment)**

**SALARY:**               \$34,605 - \$47,414 annually

**LOCATION:**             Monroe County Department of Human Services  
Office of Mental Health

**JOB SUMMARY:**

This position is responsible for conducting outreach to provide information to the community regarding available mental health, substance use, and intellectual/developmental disability services and other community resources. Duties involve serving as a liaison between individuals and community organizations to offer assistance and navigation to support community members in accessing and connecting with needed community resources while complying with the Health Insurance Portability and Accountability Act (HIPPA) and related confidentiality standards. The employee reports directly to and works under the general supervision of a Senior Community Outreach Specialist or other higher-level staff member. Does related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in a social science, behavioral science, Social Work or an education or human services field; OR,
- (B) Two (2) years paid full-time or its part-time equivalent experience conducting community outreach activities, or responsible public contact work\*\*; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

\*\* Responsible public contact work, for the purposes of these minimum qualifications, is defined as substantial face-to-face, or telephone communication with adults (age 12+) involving customer service, persuasion, teaching, negotiation, explaining, counseling, and similar activities. The nature of the content is such that it requires judgment on the part of the individual in dealing with or responding to another person.

**SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES  
111 WESTFALL ROAD - HUMAN RESOURCES RM.752B  
ROCHESTER, NY 14620

**Posting Date:** April 29, 2022

**Posting Deadline:** May 20, 2022

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.